Chase Park Grants LLC
2521 Alton St, Denver, CO 80238
303 284 9098

Task Order No. 3.04 for
TECHNICAL ASSISTANCE SERVICES
2013 WATER CONSERVATION, REUSE AND STORAGE GRANT
FROM THE OREGON WATER RESOURCES DEPARTMENT

Prepared for: City of Newport
Prepared by: Chase Park Grants, LLC
September 30, 2013

BACKGROUND

To help advance the City of Newport's planning for dam restoration in 2014-15, the Public Works Department would like to pursue funding from the Oregon Water Resources Department (OWRD) through its Water Conservation, Reuse, and Storage Grant program.

The City of Newport (City) will hire its grants consultant of record (Chase Park Grants) to prepare and submit a grant application to support planning and exploration activities related to the restoration of the Upper and Lower Big Creek Dams in Newport, Oregon. Chase Park Grants delivered a 400% return on investment in its first year contract with the City; years two and three hold promise for even higher returns.

PROJECT APPROACH AND UNDERSTANDING

Water Conservation, Reuse, and Storage Grant requests are capped at $250,000. Based on research to date, 57% of the grant awards exceeding $100,000 were for water storage projects. Chase Park Grants intends to request the **maximum** amount of funding.

The following section outlines our recommended approach for securing funds, and maximizing the funding amount and competitiveness. The project period will span a period of two (2) months, starting 10/1/13 and ending 11/30/13. The application submission deadline is 11/1/13.

TASK 3.04. PLAN, PREPARE, AND SUBMIT A GRANT APPLICATION TO THE OREGON WATER RESOURCES DEPARTMENT

Approach

- Conduct in-depth research about the OWRD program to establish an appropriate pursuit strategy.
- Conduct key informant interviews, including an in-person meeting with the program officer.
- Create interview guide in preparation for key informant interviews.
- Assess score and ranking criteria, and identify ways to maximize competitiveness.
- Confirm eligibility status and verify eligible project expenses.
- Work with City's financial representative to prepare application materials.
- Complete application, budget documents, letters of support, and auxiliary materials.
- Facilitate planning meetings and obtaining technical information from the dam engineer of record.
- Liaison between grant team, OWRD program officers, City staff, and engineering consultants.
- Assemble application materials and submit on behalf of the City.
- Provide on-going support during the application submission and review process.

Deliverables will include: 1) Pursuit Plan detailing activities and strategies to maximize competitiveness 2) Two draft iterations of the grant application and budget; 3) Final version of the grant application, budget forms, and auxiliary materials.

City Involvement

- The City's Public Works Director will provide planning and technical support during all phases of the application process.
- The City's dam consultant of record (HDR Engineering, Inc.) will provide technical content and assistance as needed.
- The City's financial department will participate in the preparation of the grant application.
- City staff will assist in compiling: auxiliary materials for application, letters of support, and other supporting materials.

Assumptions

- Any delay in submitting, or decision to not submit, an application to the funding agency after the work has been completed will not affect the terms of this Agreement, including the fee for services.

PROJECT SCHEDULE

The project will be implemented according to the schedule listed in the following table. Work will commence on 9/30/13, and will conclude on 11/30/13.

COST OF SERVICES

Based on our proposed approach, we anticipate using 157 consultant hours to conduct the work (as shown below). Cost to conduct this work will not exceed $26,660 in consultant fees, payable on a time and materials basis. Direct expenses (printing and delivery) are estimated to be an additional $200, for a total of **$26,860.**

Project Approach	Consultant Hours	TOTAL
Continue in-depth grant program research, including key informant interviews (e.g. program officer), data collection and analysis.	21	$3,665
Produce Interview Guide for informant interviews and Pursuit Plan for City	6	$1,030
Complete draft and final versions of application, including devising a solid study methodology and technical research process to reflect planning activities.	95	$15,875
Obtain and/or produce auxiliary application materials (e.g. letters of support, financial documentation, etc.); assemble and send completed application package.	10	$1,730
Liaison between relevant stakeholders (grant program officer, multiple City departments, dam engineer of record) and provide ongoing technical support prior to and for one month after application delivery.	24	$4,360
Expenses: Printing, delivery	0	$ 200
TOTAL COST OF SERVICES	157	$26,860

CONSULTANT:

By: _____

Tia A. Cavender
President, Chase Park Grants, LLC
2521 Alton Street
Denver, CO 80238

Date: 10/3/13

CITY OF NEWPORT:

By: _____

Interim City Manager
City of Newport
169 SW Coast Highway
Newport, OR 97365

Date: 10-3-13

Criteria and Evaluation Guidance

Applications will be grouped into the following four types: Water Conservation, Reuse, Above Ground Storage, and Storage Other than Above Ground. Proposals will be evaluated according to two sets of criteria of equal value as follows:

Set A: Criteria common to and applied to all applications. (Maximum of 50 points)
These criteria will be used to evaluate applicant readiness to proceed, level and quality of support, and the ability to accomplish an established or stated goal.

Set B: Criteria unique to each of the four types. (Maximum of 50 points)
These criteria will include statutory "priority" values and some criteria uniquely suited to each type.

Set A:

Common Criteria - Criteria common to all applications:

Maximum Points	Criteria		Evaluation Guidance *Presentation is important; please provide thorough and clear responses to application questions and other requests for information*
25 Points Four Scoring Categories	**Readiness and Ability to Execute** • Applicant clearly describes how and on what schedule the planning study will be performed. The description will include: identification of key personnel and associated tasks, timelines for tasks to be accomplished, and identification and specific role(s) of entities that have a part in completing the study. • Applicant demonstrates the capability to accomplish the study with available or anticipated human resources. • Applicant demonstrates that no government approval and/or permits are needed to conduct the planning study, or—if the applicant has determined that		Evaluators of this criteria will be looking at: a) Implementation Schedule: The applicant's projected implementation schedule and how quickly the applicant would be able to begin the study if funding is awarded. The more quickly the applicant can begin the planning study the higher the score. b) Organization: How well the applicant has organized the planning study in terms of schedule or timelines, key tasks, and the key personnel that will perform the key tasks. A well-organized planning study will receive the highest score; a poorly-organized planning study will receive the lowest score.

	government approval and/or permits are necessary to conduct the planning study, the applicant demonstrates that they have obtained or are in the process of obtaining necessary permits and/or government approval to conduct the planning study.		c) Human Resources: The professional qualifications and/or experience of the person (s) that will be performing key tasks of the planning study. Evaluators will take the type of entity applying and the size and scope of the planning study into account. Professional experience does include practical experience. Applicants that will engage very highly qualified and/or experienced persons to conduct the study will receive the highest score. d) Permits/Government Approval: Whether or not the applicant undertook a thorough review of the permits and/or government approval that may be needed to conduct the planning study. If the thorough review reveals that no government approval and/or permits are necessary to conduct the planning study then the applicant will receive the highest score. If the thorough review reveals that there is a need for government approval and/or permits to conduct the planning study then the applicant will be given a higher score if the approval and/or permits have already been obtained or are in the process of being obtained and lowest score if no action has been undertaken to obtain the needed permits and/or government approval.
15 Points Two Scoring Categories	**Planning Study Achieves Goal** • Applicant clearly articulates how the study will bring the entity closer to an established or stated goal. The established or stated goal must be based on evaluating the feasibility of developing a water conservation, reuse or storage project. • Applicant describes the technical aspects of the study and explains why the technical approaches are appropriate for the planning study and accomplishing the goal of the study.		Evaluators of this criteria will be looking for: a) Goal: A presentation that clearly connects the planning study to the achievement of an established or stated goal. The goal must be based on evaluating the feasibility of developing a water conservation, reuse or storage project. Applicants that present a clearly articulated statement of their goal and can show that conducting the planning study will allow them to achieve that goal will receive the highest score. The applicant will get a lower score if they do not establish a clear connection between the planning study and their goal, fail to articulate a goal that is based on evaluating the feasibility of developing a water conservation, reuse or storage project, and/or propose a

			planning study that will have moderate or little affect on achieving the goal. b) Technical Aspects: A technical process and/or methodology that is clearly appropriate for the planning study is important to getting results and conclusions that are meaningful and defensible. Applicants that describe technical approach(s) that they intend to utilize in their planning study that are clearly appropriate for getting meaningful and defensible results and conclusions will receive the highest score.
10 Points One Scoring Category – two parts	**Local, Regional, State Involvement, Interest and/or Commitment** • Taking into account the type of entity that is applying and the size and scope of the study, the applicant describes an appropriate level of involvement, interest and/or commitment in the study by outside entities and explains how the planning study and/or associated project will benefit/impact these entities. • Applicant provides letters of support from appropriate entities, taking into account the type of entity that is applying and the size and scope of the study.		Evaluators of this criteria will be looking for: a) Level of Interest: A level of involvement, interest and/or commitment in the planning study from outside entities that shows that the planning study and the project associated with the planning study are important in a community (local, regional, state, or district) sense. The importance can be current and/or long-term. Applicants that can show a strong level of involvement, interest, and/or commitment that is appropriate for the entity applying and the size and scope of the planning study and provide a clear and convincing explanation of the benefit of the planning study and associated project to outside entities will receive the highest score. b) Letters of Support: Evaluators will take into account the entity that is applying and the size and scope of the planning study and score accordingly. For studies of substantial size and scope, it would be expected that there would involvement, interest and/or commitment from a variety of outside entities.

Set B:

PLEASE NOTE:
SB 1069/Administratvie Rule Requirement: **To be eligible for funding**—for a project planning study that is associated with a proposed storage project that would impound surface water on a perennial stream, divert water from a stream that supports sensitive, threatened or endangered fish or divert more than 500 acre-feet of surface water annually, the proposed project planning study must contain the following elements:

1. Analyses of by-pass, optimum peak, flushing and other ecological flows of the affected stream and the impact of the storage project on those flows;
2. Comparative analyses of alternative means of supplying water, including but not limited to the costs and benefits of conservation and efficiency alternatives and the extent to which long-term water supply needs may be met using those alternatives;
3. Analyses of environmental harm or impacts from the proposed storage project;
4. Evaluation of the need for and feasibility of using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life and any other ecological values, and
5. For a proposed storage project that is for municipal use, analysis of local and regional water demand and the proposed storage project's relationship to existing and planned water supply projects.

Application Form Requirements: The Application form requires all applicants to identify the project associated with the planning study as a water conservation, reuse, above-ground storage or storage other than above-ground project. In addition, the application form requires those applicants that identify the project associated with the planning study as a storage project (above-ground or other than above-ground) to answer Y/N to the following questions:

- Will the project divert greater than 500 acre-feet of surface water annually?
- Will the project impound surface water on a perennial stream?
- Will the project divert water from a stream that supports sensitive, threatened or endangered species?

Unique Criteria – Water Conservation or Reuse

Maximum Points	Criteria		Evaluation Guidance *Presentation is important; please provide thorough and clear responses to application questions and other requests for information*
10 Points One Scoring Category	**SB 1069 Priority** • Applicant clearly demonstrates that the associated project has been identified by the Department in a statewide water assessment and inventory.		Evaluators of this criteria will be looking at: • Whether or not the applicant provided information that clearly demonstrates that the project associated with the planning study has been identified by the Department in a statewide water assessment and inventory. Please note that the application materials provide a form for the applicant to be listed (identified) on the statewide water assessment and inventory. If you have already submitted your project for inclusion in the Department's assessment and inventory, we nevertheless respectfully request that you do so again (in the form provided) for the purposes of this program and to make certain that you receive full value. Applicants that meet this information standard will receive full value; those that do not will receive a score of zero (0).
20 Points Three Scoring Categories	**Addresses Water Supply Need(s)** • Applicant clearly describes how the associated project will mitigate the need to develop new water supplies and/or use water more efficiently and provides the percentage of water need(s) that the associated project is intended to meet. • Applicant provides documentation and/or examples of the success of similar or comparable water conservation/reuse projects.		Evaluators of this criteria will be looking for: a) Reliance on Solid Water Availability and Need(s) Data/Analysis: Reliance on credible and current water availability and water supply needs data and/or analysis to demonstrate that the associated project is intended to meet an important or critical need—be it local, regional, or statewide. The information (data and/or analysis) and the quality of the information the applicant uses to present the case that an important or critical water supply need exists will help to determine the score received. The more substantial and adequate the data and/or analysis, the higher the score. b) Proportion of water supply need(s) the associated project is intended to meet. Another factor affecting the score is the percentage of water supply need the project associated with the planning study is intended to meet. The higher the percentage of

			water supply need met, the higher the score. c) Record of Success: Documentation and/or examples of similar or comparable projects that have been successful in reducing demand or in using water more efficiently. The more significant the record of success for other similar or comparable projects, the higher the score.
20 Points One Scoring Category	**Addresses source water impacts** • Applicant provides data and information relevant for gaging the potential impacts of the project associated with the planning study on the project's source(s) of water supply, and water bodies and water right holders downstream of associated and/or affected return flows.		Evaluators of this criteria will be looking for: a) Project and Source Water Data: Data and information on the project and the project's source(s) of water supply such as: the location of the proposed project, the name(s) and location(s) of source water, water availability to meet project requirements, proposed purposes and uses of stored water, environmental flow needs and water quality requirements of source water bodies downstream of associated return flows, and reliance on return flows by downstream water rights holders. The more substantial and adequate the data and information is for gaging the potential source water impacts, the higher the score.

Unique Criteria – Above-Ground Storage

Maximum Points	Criteria		Evaluation Guidance *Presentation is important; please provide thorough and clear responses to application questions and other requests for information*
10 Points One Scoring Category	**SB 1069 Priority** • Applicant provides the information necessary to determine that the planning study should be prioritized as required by SB 1069 (Chapter 13, 2008 Laws)—information that the project associated with the planning study includes provisions for using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life or other ecological values.		Evaluators of this criteria will be looking at: • Whether or not the applicant provided information that clearly shows that the project associated with the planning study includes provisions for using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life or other ecological values. Applicants that meet this information standard will receive full value; those that do not will receive a score of zero (0).
20 Points Three Scoring Categories	**Addresses water supply need(s)/lack of alternatives** • Applicant clearly demonstrates that the project associated with the planning study is intended to meet an important or critical local, regional, or statewide water supply need(s). Areas of water supply need may include, but are not limited to: economic, environmental, agricultural, livestock, municipal, electric generation, industrial, manufacturing, water quality protection, and augmentation of source water resources (surface or ground). • Applicant presents convincing argument that alternatives to the project associated with the planning study can not reasonably be expected to meet the water supply need(s).		Evaluators of this criteria will be looking for: a) Reliance on Solid Water Availability and Need(s) Data/Analysis: Reliance on credible and current water availability and water supply needs data and/or analysis to demonstrate that the associated project is intended to meet an important or critical need—be it local, regional, or statewide. The information (data and/or analysis) and the quality of the information the applicant uses to present the case that an important or critical water supply need exists will help to determine the score received. The more substantial and adequate the data and/or analysis, the higher the score. b) Percentage of water supply need(s) the associated project is intended to meet. Another factor affecting the score is the percentage of water supply need the project associated with the planning study is intended to meet. The higher the percentage of water supply need met, the higher the score. c) Lack of Alternatives: A convincing argument that alternatives to the project associated with the planning study can not reasonably

			be expected to meet the water supply need(s). The more convincing the argument, the higher the score.
20 Points Two Scoring Categories	**Addresses source water impacts** • Applicant provides data and information relevant for gaging the potential impacts of the project associated with the planning study on the project's source(s) of water supply. • Applicant provides a solid review of the local, state, and/or federal permitting requirements and issues posed by the implementation of the project associated with the planning study.		Evaluators of this criteria will be looking for: a) Project and Source Water Data: Data and information on the project and the project's source(s) of water supply such as: the location of the proposed project, the name(s) and location(s) of source water bodies, whether the project will be off-channel or on-channel, water availability to meet project storage, proposed purposes and uses of stored water, environmental flow needs and water quality requirements of source water bodies. The more substantial and adequate the data and information is for gaging potential source water impacts, the higher the score. b) Anticipates local, state, and/or federal project permitting requirements and issues: A review of anticipated permits and issues related to the implementation of the project associated with the planning study. The more comprehensive and adequate the review, the higher the score.

Unique Criteria – Storage Other Than Above-Ground [Including Aquifer Storage and Recovery (ASR)]

Maximum Points	Criteria		Evaluation Guidance *Presentation is important; please provide thorough and clear responses to application questions and other requests for information*
10 Points One Scoring Category	**SB 1069 Priority** • Applicant clearly demonstrates that the associated project has been identified by the Department in a statewide water assessment and inventory.		Evaluators of this criteria will be looking at: • Whether or not the applicant provided information that clearly demonstrates that the project associated with the planning study has been identified by the Department in a statewide water assessment and inventory. Please note that the application materials provide a form for the applicant to be listed (identified) on the statewide water assessment and inventory. If you have already submitted your project for inclusion in the Department's assessment and inventory, we nevertheless respectfully request that you do so again (in the form provided) for the purposes of this program and to make certain that you receive full value. Applicants that meet this information standard will receive full value; those that do not will receive a score of zero (0).
20 Points Three Scoring Categories	**Addresses water supply need(s)/lack of alternatives** • Applicant clearly demonstrates that the project associated with the planning project is intended to meet an important and/or critical local, regional, or statewide water supply need(s). Areas of water supply need may include, but are limited to: economic, environmental, agricultural, municipal, electric generation, industrial, manufacturing, and protection (i.e., water quality) and/or augmentation of source water resources (surface or ground). • Applicant presents convincing argument that there are no other reasonably achievable alternatives that will be able to meet the water		Evaluators of this criteria will be looking for: a) Reliance on Solid Water Availability and Need(s) Data/Analysis: Reliance on credible and current water availability and water supply needs data and/or analysis to demonstrate that the associated project is intended to meet an important or critical need—be it local, regional, or statewide. The information (data and/or analysis) and the quality of the information the applicant uses to present the case that an important or critical water supply need exists will help to determine the score received. The more substantial and adequate the water availability and water supply needs data and/or analysis, the higher the score. b) Percentage of water supply need(s) the associated project is intended to meet. Another factor affecting the score is the

	supply need(s).		percentage of water supply need the project associated with the planning study is intended to meet. The higher the percentage of water supply need met, the higher the score. c) Lack of Alternatives: A convincing argument that alternatives to the project associated with the planning study can not reasonably be expected to meet the water supply need(s). The more convincing the argument, the higher the score.
20 Points Two Scoring Categories	**Addresses source water impacts** • Applicant provides data and information relevant to a determination of the potential impacts of the project associated with the planning study on the project's source(s) of water supply and on groundwater resources. • Applicant provides a solid review of the local, state, and/or federal permitting requirements and issues posed by the implementation of the project associated with the planning study.		Evaluators of this criteria will be looking for: a) Project and Source Water Data: Data and information on the project and the project's source(s) of water supply such as: the location of the proposed project, the name(s) and location(s) of source water, water availability to meet project storage, proposed purposes and uses of stored water, environmental flow needs and water quality requirements of source water, and water quality, storage capacity, and geologic aspects of the associated aquifer(s) and/or recharge zones. The more substantial and adequate the data and information is for gaging potential source water impacts, the higher the score. b) Anticipates local, state, and/or federal project permitting requirements and issues: A review of anticipated permits and issues related to the implementation of the associated project. The more comprehensive and adequate the review, the higher the score.

2013
WATER CONSERVATON, REUSE AND STORAGE GRANT APPLICATION

APPLICATION INSTRUCTIONS

1. Complete Sections I through VII in the spaces provided.
2. An application must be submitted on a form provided by the Department. An explanation must accompany the application if any of the information required cannot be provided [OAR 690-600-0020(6)].
3. If in hard copy - use 8 ½" x 11" single sided, unstapled pages. Provide any attachments to application also on 8 ½" x 11" single-sided, unstapled pages. Avoid color and detail that will not photocopy clearly.
4. Contact Nancy Pustis 503 986 0919 or nancy.n.pustis@wrd.state.or.us if you have any questions.

A down-loadable MS Word application form and instructions can be obtained from www.wrd.state.or.us/OWRD/LAW/conservation_reuse_storage_grant.shtml. If you need a copy of the application in a different format, please let the Department know.

Application Deadline: November 1, 2013, 5:00 PM,
(Application must be received by this date)

Grant applications will be accepted in hard copy form or cd via mail or personal delivery if need be; electronic submission is preferred.

OREGON WATER RESOURCES DEPARTMENT
Attention: Nancy Pustis
725 Summer Street NE, Suite A
Salem, OR 97301
Phone: 503-986-0919

KEY GRANT INFORMATION

To be eligible for funding applicants must clearly demonstrate funding from a source other than the Program of not less than a dollar-for-dollar match. For example, if $100,000 is requested in Program Funds, then there must be a match of at least $100,000 from another source. The matching funds must be secured or in the process of being secured. The maximum grant award is up to $500,000 for each project.

To be eligible for funding for a project planning study associated with a proposed storage project that would: a) Impound surface water on a perennial stream; b) Divert water from a stream that supports sensitive, threatened or endangered fish; or c) Divert more than 500 acre-feet of surface water annually, the proposed project planning study must contain the following elements:

- Analyses of by-pass, optimum peak, flushing and other ecological flows of the affected stream and the impact of the storage project on those flows;
- Comparative analyses of alternative means of supplying water, including but not limited to the costs and benefits of water conservation and efficiency alternatives and the extent to which long-term water supply needs may be met using those alternatives;
- Analyses of environmental harm or impacts from the proposed storage project;
- Evaluation of the need for and feasibility of using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life and any other ecological values; and
- For a proposed storage project that is for municipal use, analysis of local and regional water demand and the proposed storage project's relationship to existing and planned water supply projects.

The Department will group applications into the following four types: Water Conservation, Reuse, Above Ground Storage, and Storage Other than Above Ground. An application that involves both Water Conservation and Reuse maybe submitted as a joint application. All other applications must only include one application type. However, an applicant can submit two or more applications. For example, one application could be for Water Conservation and another application could be for Above Ground Storage. Applications will be evaluated according to two sets of criteria of equal value as follows:

Section A.

Common Criteria: Applied to all applications:
These criteria will be used to evaluate applicant readiness and ability to proceed, level and quality of support, and the degree to which the planning study will achieve an established or stated goal (the goal must be based on evaluating the feasibility of developing a water conservation, reuse or storage project).

Section B.

Unique Criteria: Specific to each of the four types:
These criteria will include statutory "priority" values and criteria uniquely suited to each type.

See Application Criteria and Evaluation Guidance for assistance in filling out this application.

OREGON WATER RESOURCE DEPARTMENT
WATER CONSERVATON, REUSE AND STORAGE
GRANT PROGRAM

I. Grant Information

Study Name: _____

Type of Grant Requested: ☐ Water Conservation ☐ Reuse ☐ Above Ground Storage
☐ Storage Other Than Above-Ground [Including Aquifer Storage and Recovery (ASR)]
Note: A Water Conservation and Reuse study may be submitted as a joint application. All other applications must only include one application type.

Program Funding Dollars Requested: $ _____ Total cost of planning study: $ _____
Note: Request may not exceed $500,000

II. Applicant Information

Applicant Name:	**Co- Applicant Name:**
Address	Address:
Phone	Phone:
Fax:	Fax:
Email:	Email:

Principle Contact:
Address:
Phone:
Fax:
Email:

Certification:

I certify that this application is a true and accurate representation of the proposed work for a project planning study and that I am authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant certifies that they are aware of the requirements of an Oregon Water Resources Department grant and are prepared to conduct the planning study if awarded.

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____

III. Planning Study Summary

Please give a brief summary of the planning study using no more than 150 words.

IV. Grant Specifics

Section A. Common Criteria

Instructions: Answer all questions in this section by typing the answer below the question. It is anticipated that completed applications will result in additional pages.

1. Describe how the planning study will be performed. Include:
   a. A description of the planning schedule/timeline, which includes identifying all key tasks. (Section VI provides an opportunity for a "graphical" representation of the schedule.)

   b. When the planning study could begin.

2. Provide a description of the relevant professional qualifications and/or experience of the person(s) that will play key roles in performing the planning study. If the personnel have not been decided upon, include a description of the professional qualifications and/or experience of the person(s) you anticipate will play key roles in performing the planning study.

3. What local, state or federal project permitting requirements/issues/approvals do you anticipate in order for the planning study to be conducted? If approvals are required, indicate whether you have obtained them. If you have not obtained the necessary permits/governmental approval, describe the steps you have taken to obtain them.

4. Describe your goal (which must be based on evaluating the feasibility of developing a water conservation, reuse or storage project) and how this study helps to achieve the goal.

5. Describe the technical aspects of the planning study and why your approaches are appropriate for accomplishing the goal of the planning study.

6. Describe the level of involvement, interest and/or commitment of different entities associated with the planning study (attach letters of support). Describe how these entities will benefit or be impacted by the planning study.

7. Identify when matching funds will be secured and the term of matching funds availability.

8. Describe the water supply need(s) that the project associated with the planning study is intended to meet. Applicant should reference supporting documentation that would be available upon request.

9. Explain how the project associated with the planning study will meet the water supply need(s), and indicate what percentage of that need will be met. (For example: If your water supply need is 20,000 acre-feet of additional water and the project will supply 10,000 additional acre-feet, 50% of your need will be met).

10. Provide data and information on the associated project and the project's sources of water supply:
    a. The location of the associated project. (Include the basin, county, township, range and section.)

    b. The name(s) and river mile(s) of the source water and what they are tributary to, if applicable.

    c. Whether the project will be off-channel or on-channel.

    d. Water availability to meet project storage. (Typically, the Department evaluates new storage projects using a 50 percent water availability analysis.)

    e. Proposed purposes and uses of stored water.

    f. Environmental flow needs and water quality requirements of supply source water bodies.

Section B. Unique Criteria

Instructions: Answer the set of questions below that applies to the type of planning study that this grant will fund.

☐ Water Conservation or ☐ Reuse

1. Water Conservation or Reuse projects that may result from this planning study are requested to be included in the Water Resources Department's "Inventory of Potential Conservation Opportunities". Though you may have already submitted this information earlier in the year through a separate survey, we ask that all applicants complete the information on the form provided at the end of this application. ☐ I have filled out the application or ☐ I have not filled out the application.

2. Explain how the associated project will mitigate the need to develop new water supplies and/or use water more efficiently. Reference documentation and/or examples of the success of similar or comparable water conservation/reuse projects that would be available upon request.

☐ Above-Ground Storage

Please answer the following three questions **BEFORE** proceeding:

Will the project divert greater than 500 acre-feet of surface water annually?	☐ Yes	☐ No
Will the project impound surface water on a perennial stream?	☐ Yes	☐ No
Will the project divert water from a stream that supports sensitive, threatened or endangered species?	☐ Yes	☐ No

If you answered "Yes" to any one of these questions, by signature on this application, you are committing to include the following required elements in your planning study.

Describe how you intend to address the required elements in your planning study:

a) **Analyses of by-pass, optimum peak, flushing and other ecological flows of the affected stream and the impact of the storage project on those flows.**

b) **Comparative analyses of alternative means of supplying water, including but not limited to the costs and benefits of water conservation and efficiency alternatives and the extent to which long-term water supply needs may be met using those alternatives.**

c) **Analyses of environmental harm or impacts from the proposed storage project.**

d) **Evaluation of the need for and feasibility of using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life and any other ecological values.**

Is the proposed storage project for municipal use?

☐ Yes ☐ No

If you answered "Yes," then describe how you intend to address the following required element in your planning study:

e) **For a proposed storage project that is for municipal use, analysis of local and regional water demand and the proposed storage project's relationship to existing and planned water supply projects.**

Proceed in answering the following questions:

1. Describe when and to what extent the project associated with the planning study includes provisions for using stored water to augment instream flows to conserve, maintain and enhance aquatic life, fish life or other ecological values.

2. Present convincing argument that there are no other reasonably achievable alternatives that would be able to meet the water supply need(s). Applicant may reference supporting documentation that would be available upon request.

☐ Storage Other Than Above-Ground [Including Aquifer Storage and Recovery (ASR)]

Please answer the following three questions **BEFORE** proceeding:

Will the project divert greater than 500 acre-feet of surface water annually? ☐ Yes ☐ No

Will the project impound surface water on a perennial stream? ☐ Yes ☐ No

Will the project divert water from a stream that supports sensitive, threatened or endangered species? ☐ Yes ☐ No

If you answered "Yes" to any one of these questions, by signature on this application, you are committing to include the following required elements in your planning study.

Describe how you intend to address the required elements in your planning study:

a) **Analyses of by-pass, optimum peak, flushing and other ecological flows of the affected stream and the impact of the storage project on those flows.**

b) **Comparative analyses of alternative means of supplying water, including but not limited to the costs and benefits of water conservation and efficiency alternatives and the extent to which long-term water supply needs may be met using those alternatives.**

c) **Analyses of environmental harm or impacts from the proposed storage project.**

d) **Evaluation of the need for and feasibility of using stored water to augment in-stream flows to conserve, maintain and enhance aquatic life, fish life and any other ecological values.**

Is the proposed storage project for municipal use?

☐ Yes ☐ No

If you answered "Yes," then describe how you intend to address the following required element in your planning study:

e) **For a proposed storage project that is for municipal use, analysis of local and regional water demand and the proposed storage project's relationship to existing and planned water supply projects.**

Proceed in answering the following questions:

1. Water Conservation or Reuse projects that may result from this planning study are requested to be included in the Water Resources Department's "Inventory of Potential Conservation Opportunities". Though you may have already submitted this information earlier in the year through a separate survey, we ask that all applicants complete the information on the form provided at the end of this application.
   ☐ I have filled out the application or ☐ I have not filled out the application.

2. Present convincing argument that there are no other reasonably achievable alternatives that would be able to meet the water supply need(s). Applicant may reference supporting documentation that would be available upon request.

V. Match Funding Information

Applicants must demonstrate a minimum dollar-for-dollar match based on the total funding request. The match may include a) secured resources, b) previously expended resources, and/or c) pending resources. For secured funding, you must attach a letter of support from the match funding source that specially mentions the dollar amount shown in the "Amount/Dollar Value" column. For pending resources, documentation showing a request for the matching funds must accompany the application. For resources that have been previously expended, the expenditure must have occurred on or after July 1, 2013. Resources expended prior to July 1, 2013 are not eligible for match purposes.

The Type of matching funds may include:	The Status of matching funds may include:
• The value of in-kind labor, equipment rental and materials essential to the planning study provided by the applicant or partner*.	• Secured funding commitments from other sources.
• Cash is direct expenditures made in support of the planning study by the applicant.	• Associated and documented expenditures for the planning study from non-program sources incurred on or after July 1, 2013.
	• Pending commitments of funding from other sources. In such instances, Department funding will not be released prior to securing a commitment of the funds from other sources. Pending commitments of the funding must be secured within 12 months from the date of the award.

*"Partner" means a non-governmental or governmental person or entity that has committed funding, expertise, materials, labor, or other assistance to a proposed planning study. OAR 690-600-0010.

Match Funding Source (if in-kind, briefly describe the nature of the contribution)	**Type** (✓ One)	**Status** (✓ One)	**Amount/ Dollar Value**	**Date Match Funds Available** *(Month/Year)*
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		
	☐ cash ☐ in kind	☐ secured ☐ expended ☐ pending		

VI. Project Planning Study Schedule

Estimated Project Duration: **to**

Place an "X" in the appropriate column to indicate when each element (key task) of the project will take place.

Project Planning Study Element (Key Tasks)	**2014**				**2015**				**2016 & Beyond**
	1st Qtr	**2nd Qtr**	**3rd Qtr**	**4th Qtr**	**1st Qtr**	**2nd Qtr**	**3rd Qtr**	**4th Qtr**	

VII. Project Planning Study Budget

Section A

Please provide an estimated line item budget for the project planning study. An example would include: labor, materials, equipment, contractual services and administrative costs.

Line Items *Note: Administrative costs may not exceed 10% of the total funding requested by the Department.*	**Unit * Number** *(e.g. # of hours)*	**Unit Cost** *(e.g. hourly rate)*	**In-Kind Match**	**Cash Match Funds**	**OWRD Grant Funds**	**Total Cost**
Staff Salary/Benefits						0
Contractual						0
Equipment						0
Other:						0
						0
						0
						0
						0
Administrative Costs						0
Total for Section A			0	0	0	0
Percentage for Section A						***100%***

** Note: The "Unit" should be per "hour" or "day" – not per "project" or "contract."*

Section B

If Grant amount requested is $50,000 or greater, you MUST complete Section B. Elements (key tasks) in Section B should be the same as the elements (key tasks) in Section VI (Project Planning Study Schedule).

Project Planning Study Element (Key Tasks)	**In-Kind Match**	**Cash Match Funds**	**OWRD Grant Funds**	**Total Cost**
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total for Section B	0	0	0	0

Totals in Section B must match the totals in Section A

APPLICATION CHECKLIST

Instructions: Use this form as an important cross-check to ensure that your application is complete. An incomplete application will jeopardize your application's review. **This form does not need to be included in your application packet.**

General

If submitting electronically the preferred format is either a Microsoft word or Adobe pdf

- ☐ Only one application is included with the packet (other applications must be sent separately).

Paper submissions only

- ☐ The application and attachments are on 8 ½" x 11" paper.
- ☐ The application and attachments are single sided.
- ☐ The application and attachments are not stapled or bound.

Section I – Grant Information

- ☐ All questions in this section have been answered.
- ☐ The Grant Dollars Requested and the Total Project Cost mirror the totals shown in Section VII.

Section II – Applicant Information

- ☐ All contact information – for the applicant(s) and fiscal officer – is complete and current.
- ☐ The certification is signed by an authorized signer.

Section III – Planning Study Summary

- ☐ A brief summary, of no more than 150 words, is complete.

Section IV – Grant Specifics

- ☐ All questions in Section A have been answered.
- ☐ If the type of planning study is Water Conservation, Reuse or Storage Other Than Above-Ground, a Request to be added to the Oregon Water Resources Department's Inventory of Potential Conservation Opportunities has been completed. (Form is located at the end of this document.)
- ☐ All applicable questions for the type of grant requested have been answered.

Section V – Match Funding Information

- ☐ Applicant has identified that at least 50% match has been sought, secured or expended.
- ☐ Letters of support are included for "secured" match funding sources.
- ☐ Documentation is included for "expended" match funds.
- ☐ Documentation is included for "pending" match funds.

Section VI – Project Planning Study Schedule

- ☐ Estimated project duration dates have been supplied.
- ☐ All elements (key tasks) of the project are listed.

Section VII – Project Planning Study Budget

- ☐ Section A is complete.
- ☐ Administration costs do not exceed 10% of the requested OWRD Grant Funds.
- ☐ If grant amount requested is $50,000 or greater, Section B has been completed.
- ☐ All elements (key tasks) listed in Section B mirror the elements listed in Section VI.

Request to be added to the Oregon Water Resources Department's

Inventory of Potential Conservation Opportunities

The purpose of this inventory is to catalogue potential conservation projects that water users themselves have identified but not yet pursued because of financial, institutional, or other barriers. For the purpose of this application, water storage other than above-ground are included as conservation opportunities and are most likely capital conservation projects.

As a water provider or user, you know your water demands and water conservation opportunities better than anyone. We would appreciate your assistance with this important data collection effort by completing this survey. Your participation will help provide the building blocks we need to begin to identify and achieve potential future water supplies. Please answer the questions as completely as possible, to the best of your ability. We appreciate your help with this important effort.

This inventory of already-identified, potential conservation projects includes both capital and programmatic projects. Capital projects are defined as one-time, large investments resulting in water savings. Examples include reclaimed water plants, reservoir covering, transmission line upgrades reducing leaks, or industrial engineering modifications to re-use process water. Programmatic projects are defined as ongoing investments resulting in water savings. Examples include facilitating upgrades to more efficient water using devices (e.g., distributing free showerheads, toilet rebates) and distribution system leak detection programs. The conservation inventory is primarily intended to include "planned" projects rather than projects that are currently being implemented. However, currently active programmatic projects may be listed if they will continue or expand in future years. The inventory of projects submitted will be compiled by county or basin.

Examples are provided below.

	Example Capital Conservation Project	**Example Programmatic Conservation Project**
Project Description Provide brief sentence	Line 3 miles of unlined ditch.	Toilet rebate program for residential customers
Estimated Future Savings Provide brief sentence, including information regarding savings seasonality.	20 acre feet of water per year	If we spend our full budget each year, we estimate 50,000 gallons of water save per year
Seasonality Indicate what part of the year savings are generated (e.g. year-round; summer only; etc.).	Peak (irrigation) season savings.	Savings should occur throughout the year.
Estimated Future Costs Provide brief sentence.	$500,000 total project costs.	$40,000 a year.
Implementation Schedule Provide brief sentence.	Not set. Have conducted cost and savings estimate, but still seeking funding.	We started the program in 2005 and plan to implement until 2015.
Project Funded? Designate either "yes", "no", or provide brief sentence if necessary	No. Pursuing grant funding.	Yes. IN our CIP through the next 5 years.

To add a project to the inventory of potential conservation opportunities, please provide the following information for each conservation project.

This is a ☐ Capital Conservation Project ☐ Programmatic Conservation Project	
Project #/Name	
Project Description	
Estimated Future Savings	
Seasonality	
Estimated Future Costs	
Implementation Schedule	
What are the barriers to implementation, e.g. funding?	
This is a ☐ Capital Conservation Project ☐ Programmatic Conservation Project	
Project #/Name	
Project Description	
Estimated Future Savings	
Seasonality	
Estimated Future Costs	
Implementation Schedule	
What are the barriers to implementation, e.g. funding?	

- Include this form with your application -

STANDARD ADDENDUM FORM

TASK ORDER NO. 3.04 - ADDENDUM NO. 1
2014 Water Conservation, Reuse and Storage Grant
from the Oregon Water Resources Department

This Addendum to Task Order No. 3.04 to the Grant Consulting Services Agreement dated July 26, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Chase Park Grant Writing Services, LLC, (CONSULTANT).

☐ Change in schedule:
☒ Change in fee: An increase of $25,325 to Task Order No. 3.04 for a total contract amount of $52,185. These changes are in accordance with *Amendment to Task Order No. 3.04 for Technical Assistance Services 2014 Water Conservation, Reuse and Storage Grant from the Oregon Water Resources Department Scope of Services* dated January 17, 2014.
☐ Modifies the Agreement in the following manner:

CITY OF NEWPORT:

By: _____
Title: City Manager
Date: 3-6-14

CHASE PARK GRANT WRITING SERVICES, LLC.:

By: _____
Title: President
Date: 3/28/14

Chase Park Grants LLC
2521 Alton St, Denver, CO 80238
303 284 9098

Amendment to Task Order No. 3.04 for
TECHNICAL ASSISTANCE SERVICES
2014 WATER CONSERVATION, REUSE AND STORAGE GRANT
FROM THE OREGON WATER RESOURCES DEPARTMENT

Prepared for: City of Newport, Public Works Department
Prepared by: Chase Park Grants
January 17, 2014

BACKGROUND

To help advance the City of Newport's planning for dam restoration in 2014-15, the Public Works Department would like to pursue additional funding from the Oregon Water Resources Department (OWRD) through its 2014 Water Conservation, Reuse, and Storage Grant Program.

The City of Newport (City) will hire its grants consultant of record (Chase Park Grants) to prepare and submit a second grant application to support planning and exploration activities related to the restoration of the Upper and Lower Big Creek Dams in Newport, Oregon.

This scope builds upon work conducted when Chase Park wrote and submitted the City's first OWRD grant application in October 2013, which received the highest score in the state of Oregon. This initial success is expected to yield $250,000 to support dam restoration planning efforts in FYE2015. The second OWRD application included in this scope of work is expected to yield an additional $250,000 in FYE2016.

PROJECT APPROACH AND UNDERSTANDING

The following section outlines our recommended approach for securing funds for the maximum amount available ($250,000). The project period will span over (9) months, starting 2/1/14 and ending 11/30/14. The application deadline is expected to be in October 2014.

TASK 3.04. PLAN, PREPARE, AND SUBMIT A GRANT APPLICATION TO THE OREGON WATER RESOURCES DEPARTMENT

Approach

- Conduct in-depth research and establish appropriate pursuit strategy.
- Conduct key informant interviews with the program officer, other state representatives, and past awardees.
- Assess competitiveness and develop strategies to increase score.
- Verify eligible project expenses and structure budget accordingly.
- Work with City's financial representatives to assemble grant application.
- Complete application, prepare budget documents, and draft letters of support.
- Host funder cultivation meetings, and coordinate funder site visit.
- Obtain technical information from the dam engineer of record.
- Liaison between grant team, OWRD program officers, City staff, and engineering consultants.
- Assemble application materials and submit on behalf of the City.

Deliverables will include:

1) Up to two draft iterations of the grant application and budget forms;
2) One iteration of auxiliary materials (i.e., letters of support, engineering documents);
3) Attendance and preparation for one site visit; and
3) One final version of the grant application, budget forms, and auxiliary materials.

City Involvement

- The City's Public Works Director will participate in all phases of the application process.
- The City's dam consultant of record (HDR Engineering, Inc.) will provide technical content and assistance as needed.
- The City's financial department and City staff will participate in the assembling financial information and auxiliary application materials.

Assumptions

- Any delay in submitting, or decision to not submit, an application to the funding agency after the work has been completed will not affect the terms of this Agreement, including the fee for services.

PROJECT SCHEDULE

The project will be implemented according to the schedule listed below. Work will commence on 2/1/14, and will conclude on 10/31/14.

COST OF SERVICES

Based on our proposed approach, we anticipate using 145 consultant hours to conduct the work, billed at a blended consultant team rate of $165 per hour. Cost to conduct this work will not exceed $23,925 in consultant fees, payable on a time and materials basis. Direct expenses (travel, printing, and delivery expenses) are estimated to be an additional $1,400, for a total of $25,325.

Activities	Consultant Team Hours	Total
Continue in-depth grant program research, including key informant interviews (e.g. program officer), data collection and analysis. Advance cultivation plan with OWRD and OWEB representatives.	15	$2,475
Complete draft and final versions of application, including devising study methodology and technical research process to reflect planning activities.	85	$14,025
Obtain and/or produce auxiliary application materials (e.g. letters of support, financial documentation, etc.); assemble and send completed application package.	10	$1,650
Coordinate and facilitate grant planning meetings with City departments, dam engineer of record, and funding agency. Host funder cultivation meeting / site visit.	35	$5,775
Expenses: Travel, Printing, delivery		$ 1400
TOTAL COST OF SERVICES	145	$25,325

CONSULTANT:

By: _____

Tia A. Cavender
President, Chase Park Grants, LLC
2521 Alton Street
Denver, CO 80238

Date: _____

CITY OF NEWPORT:

By: _____

City of Newport
169 SW Coast Highway
Newport, OR 97365

Date: _____